



DESIGNATION OF AGENCY PROCUREMENT OFFICER

Agency:		Date:	
Address:			
City:		State:	
Phone:		Fax:	
Does this form rescind any previous form submitted to DOAS State Purchasing Division?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Designated Agency Procurement Officer

Name:	E-mail Address:
<i>This person will receive all Listserv notices from State Purchasing.</i>	
APO Signature:	Date:
1. Experience in Public Procurement, contract administration, or related fields.	
2. Education or special training in business administration, law, accounting, engineering, or related fields.	
3. Knowledge of acquisition policies and procedures, including the Georgia Procurement Manual.	
4. Purchasing and ethics training courses completed to date.	

Name of Agency Head:	Signature:

Instructions for submitting form:

1. Review and attach previously submitted forms to the State Purchasing Division indicating the personnel to be deleted from our records.
2. The Agency Head or Designee should mail the "Designation of Agency Procurement Officer" form and any supporting documentation to the State Purchasing Division, Compliance and Standards Manager at the address below:
Department of Administrative Services
State Purchasing Division
Attn: Compliance and Standards Manager
200 Piedmont Avenue, Suite 1308 West Tower
Atlanta, Georgia 30334
3. The APO name and contact information will be published on the DOAS web site.